

**Selection of Location for**  
**Conservancy's Headquarters Office**

At the December 2, 2006 meeting of the Board, a process was approved for the selection of a Headquarters Office for the Conservancy. A set of specific criteria was approved and Board members Arcularius and Dahle were appointed to a subcommittee to work with the Executive Officer and the Department of General Services in developing a recommendation to the full board.

Following the December meeting, the Department of General Services and the Conservancy notified local governments, media and interested parties within the target area of the Conservancy's interest in securing a headquarters office. The criteria adopted by the board and other requirements of the State of California were made available to all interested parties. Those wishing to submit a proposal were asked to do so by no later than January 9, 2006. A total of 29 sites were identified for possible interim or permanent office locations. This included proposals from 9 different communities (one proposal was from outside the region and therefore eliminated). After initial review by DGS and Conservancy staff, 6 communities were identified for site visits by members of the subcommittee, Conservancy staff and DGS.

On January 30 and 31 the following locations were visited: Truckee, Colfax, Nevada City, Auburn, El Dorado Hills and Martell. Proposals were evaluated by members of the subcommittee and the Executive Officer consistent with criteria approved by the board. In all cases but one (El Dorado Hills) the site visit included involvement by city or county officials (Martell). The proposals included a diverse group of potential sites, including a number of sites that are suitable for building a new office building, some existing buildings in need of refurbishing and a number of buildings ready for immediate occupancy. Each community offered its own unique attributes to be considered. The level of interest and enthusiasm in these communities was impressive.

Based on the review conducted by the subcommittee and staff, it is recommended that the Board consider selecting a location to meet the Conservancy's immediate needs and continue the process to identify a suitable permanent home. The ongoing search for a permanent home should be limited to the general geographic area where the interim office space is located, in order to minimize the effect on Conservancy employees. This recommendation meets the Conservancy's need to move its operations to the Sierra region as soon as feasible and yet maintains the flexibility to consider a number of options for the long term. The subcommittee will provide specific location recommendations to the board.

Recommendation: Consideration and possible authorization for the Executive Officer to take the necessary actions to establish a Conservancy headquarters office pursuant to board direction on specific location.